

STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURT
COURT INTERPRETER PROGRAM

Written Examination Announcement

The Administrative Office of the Court Court Interpreter Program is pleased to announce the 2008 Written Examination. The exam has been scheduled for **Thursday, December 4, 2008** in Wilmington. The exam will be offered twice on this date, once at **9:00 a.m.** and again at **1:00 p.m.** Registration form is attached.

What is the Written Exam?

The written examination is the second step in the credentialing process. It consists of 135 multiple choice questions in English. The written test measures candidate's knowledge of: a) the English language; b) court-related terms and usage; and c) court interpreter ethics and professional conduct. Candidates have two hours and fifteen minutes to complete the Written Examination

Who has to take the Written Exam?

This exam is required of all Conditionally Approved Interpreters, Registered Interpreters and Uncertified/Eligible Interpreters as well as those candidates who have attended Orientation, who wish to take the Oral Proficiency Exam. Additionally, candidates who work in a language for which there isn't an oral proficiency test must take the written test and score a minimum of 80% in order to be included in the active Court Interpreter Registry.

What can I do to prepare for the Written Exam?

Please read the Overview of the Written Examination for Candidates document that is enclosed. The Overview answers most of the most frequently asked questions about the written exam. It includes a section with sample questions and another on how to prepare for the test. Please give special attention to the instructions regarding the day of the exam.

What should I bring with me on the day of the exam?

The most important thing to bring on the day of the exam is a picture ID that you must present to the proctor when signing-in on the assigned test date.

What NOT to bring on the day of the exam

Only small purses or wallets are allowed in the testing room. Leave everything else at home or in your car. Pencils will be provided. Do not try to bring briefcases, palm pilots, dictionaries, gym bags, cell phones, calculators, paper, pens, pencils, or any other similar items into the test room as they are not permitted in the test room. The New Castle County Courthouse has a very strict **NO CELLPHONE** policy. Please leave it in your car for it will only delay your entrance to the building.

IMPORTANT INFORMATION:

Interpreters who have taken the Written Exam in other Consortium member states must disclose the date, Location and scores obtained as well as allow verification of the information by the corresponding State Program Administrator. Under no circumstance will a candidate be allowed to take the Written Exam more than once every twelve months. A candidate who fails to provide, or misrepresents, information with regards to previous testing in another jurisdiction may be removed from the Interested Candidate list and may not be allowed to continue with the credentialing process.

**STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURTS
COURT INTERPRETER PROGRAM**

Written Examination Registration Form

Please complete all three fields and return by **Wednesday, November 25, 2008** to María Pérez-Chambers via email, fax or U. S. Mail to the addresses provided below.

1. PERSONAL INFORMATION

Name: _____

Address: _____

Email: _____ Telephone(s): _____

Social Security Number: _____

2. LOCATION

New Castle County Courthouse- 500 N. King Street, Wilmington, DE **12th floor Conference Room**

3. CHOOSE TIME

Seating is limited. Please select a first and a second choice by placing a number one and a number two, respectively, on the time as desired. We will do our best to accommodate your first choice.

Thursday, December 4 at _____ 9:00 a.m.

_____ 1:00 p.m.

3. DISCLOSURE OF PREVIOUS WRITTEN EXAMS

I hereby affirm I have taken the Written Examination before and that at least ten months have passed since the most recent testing date. _____ Please initial.

Please write location(s) and date(s) of past Written Examination(s):

I hereby affirm I have not taken the written examination before in this or any other jurisdiction.
_____ Please initial.

COMPLETE and RETURN TO: María Pérez-Chambers by July 10, 2008 via:

Email: maria.perez-chambers@state.de.us, Fax: 302.255.2630, or
U.S.mail: 500 N. King Street, Suite 11600, Wilmington, DE 19801.